

**INFORMATION OFFICER
SENATE REPUBLICAN CAUCUS**

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| RESPONSIBILITIES: | Prepares and disseminates communications and informational material for the Senate under the guidance of the Senior Information Officer; assists in other required duties. |
| DISTINGUISHING CHARACTERISTICS: | This class is the journey level of the Information Officer series. Assignments are broad in nature and are performed under general direction, while maintaining confidential member relations. Work may encompass the full range of public information products involving all available media, or may be specialized in a medium such as radio or television. |
| REPORTS TO: | Communications Director and the senators with whom they work. |
| TYPICAL WORK: | <p>Performs professional informational work in writing news releases, feature articles, op-eds, speeches, etc. May specialize in one or several of the information areas, such as labor, education, etc.;</p> <p>Gathers information through research and personal interviews and writes news releases, speeches, radio and television announcements, articles, feature stories, and copy for pamphlets and brochures;</p> <p>Selects, edits, and proofreads materials for reports, newsletters, and magazines, explains desired typography, illustrations, layout, and other requirements to printers and artists; distributes publications;</p> <p>Locates reference sources and edits speeches and articles for Senators;</p> <p>Answers inquiries from public and news media representatives by email or telephone;</p> <p>Performs other work as required.</p> |
| QUALIFICATIONS: | |
| <u>Knowledge of:</u> | <p>Journalism and media practices;</p> <p>Legislative process;</p> <p>Committee and leadership structure and issues in the Washington State Legislature.</p> |
| <u>Ability to:</u> | Exercise judgment when writing or speaking on behalf of a senator, in a manner consistent with the views of that senator; |

Edit and write in a professional manner;

Accurately interpret, clarify, and express the views and positions of members;

Develop and maintain cordial, effective working relationships with co-workers, legislators, executive agency personnel, interest group representatives and the public.

EDUCATION:

A Bachelor's degree involving major study in journalism, public relations, communications, or a closely allied field.

An advanced degree in an appropriate discipline may be substituted for one year of required experience as listed below.

INTERESTED CANDIDATES should send a cover letter, resume, references and writing samples to:

Bonnie Boushele
209 Irv Newhouse Building
Box 40462
Olympia. WA 98504-0462
e-mail: boushele.bonnie@leg.wa.gov

DEADLINE for applications is Monday, April 23, 2007

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